

P R E P A R E

Prevent Reaffirm Evaluate Provide and Respond Examine

School Crisis
Prevention and
Intervention
Training
Curriculum



Thompson School District Emergency Response & Crisis Management (ERCM) Preparedness Template

Directions for the Principal/Site Administrator

This ERCM Preparedness Template must be completed at the beginning of each school year. Please enter all information, obtain consultation as needed, and also complete the following:

- Discuss the Incident Command System Coordinator roles with your staff.
- Assign a designee(s) to act as leader of the plan in your absence.
- Assign key staff to coordinator roles, making clear that, in their absence, you may call on another staff member to perform these duties.
- Emphasize the importance of student supervision in an emergency.
- Send this completed plan template to the Director of Student Support Services by **the second week of October** of each new school year.
- Use other forms and worksheets as indicated. Forms are required; worksheets may be used to support preparedness.

Update Your School Information		Revision Date	
School Name:	Loveland High School	Principal:	Todd Ball
School Address:	920 29 TH ST	Home Phone:	932-9232
School Direct Phone Number:	613-5228	Cell Phone:	744-1445
		Pager:	NA

Step 1: Identify School Command Posts, Update Communication Resources & Perform Operational Checks

The in-school Command Post will serve as a base for operations in an emergency. Select a location for the Command Post that has access to telephones, FAX, computer with Internet access, intercom and other building controls. Designate a first and second choice, preferably in different parts of the school. Provide telephone numbers to be used in an emergency that are not on public phone lists.

Command Post #1	Command Post #2
TO RECEIVE CALLS, NOT THE MAIN SCHOOL NUMBER	TO RECEIVE CALLS, NOT THE MAIN SCHOOL NUMBER
TO RECEIVE CALLS, NOT THE MAIN SCHOOL NUMBER	TO RECEIVE CALLS, NOT THE MAIN SCHOOL NUMBER
Location: Principal Todd Ball Office	Location: Rick Frei's Office
Direct Phone #1: 613-5222	Direct Phone #1: 613-5221
Direct Phone #2: 613-5228	Direct Phone #2: 970-290-2451

Required Form**Update, communications & operational checks have been completed as indicated):**

Task	Date	Completed By
Intercom systems operational	Aug. 10	Frei
Buzzers or tones operational (if equipped) – crisis team all trained	na	na
Megaphones operational – batteries replaced	November 1, '10	Snyder
NOAA/DHS weather radio operational – batteries replaced	09/09/10	Frei
Set of all master keys for all doors & cabinets is complete – WHO has keys?	August '10	Devin Anderson
Copy of building floor plans and utility shut-offs in Command Post #1 listed above	Oct. '10	Worembourg
Telephone tree for crisis team attached (home/cell/ pager numbers)	10/11/10	Frei
Telephone tree for school staff attached (home/cell/ pager numbers)	10/11/10	Frei
Staff ID's have been distributed – staff have been informed to wear IDs while on campus	Sept. '10	Hamilton
Staff are always wearing IDs while on campus	Recommended	Frei
Emergency Response & Crisis Management communication has been placed in parent newsletter including location of where to pick up their child	Dec. '10	Frei
Principal and alternates have access to all Danger Assessments and Suicide Risk Assessments on current students and all restraining orders and custody orders	August '10	Frei

Step 2: Assign School Crisis Roles for School Incident Command System (ICS)

As directed by the Principal/Site Administrator (School Incident Commander), the School Crisis Team will respond to any emergency that affects the school building, students, staff and/or visitors. The essential roles are listed below with the names of alternates to be indicated. Some staff may fill more than one role. See Handout #4 for School Crisis Teams' Roles & Responsibilities within the ICS.

- School Incident Commander (Principal/Site Administrator)
- District Public Information Office
- Operations Team Leader (Assistant Principal/Lead Teacher)
 - Emergency Medical Coordinator (Nurse)
 - Student & Staff Communication Coordinator (Assistant Principal, Lead Teacher, Mental Health)

- Student Supervision Coordinator (Assistant Principal, Lead Teacher, Dean, Security, Teacher)
- Student/Parent Reunion Coordinator (Office Personnel)
- Possible Alternate Roles Needed (Translation/Cultural Liaison Coordinator)
- Logistics Team Leader (Assistant Principal/Lead Teacher)
 - Facility Coordinator (Building Engineer)
 - Supplies & Equipment Coordinator (Office Personnel)
 - Transportation Coordinator (Assistant Principal/Lead Teacher)
 - Food & Water Coordinator (Office Personnel, Cafeteria Staff)

Student Care and Recovery Coordinator

- Mental Health Services

The School Incident Commander will designate staff members to fill essential roles:

- Identify one designee to act as the School Incident Commander in your absence.
- Identify & assign staff that will act as Operations Team Leader & Logistics Team Leader – assign skilled coordinators in the designated areas.

CRISIS TEAM ROLE	NAME	SCHOOL PHONE	CELL/ PAGER	HOME PHONE
School/site Incident Commander (Principal)	Todd Ball	613-5222	744-1445	962-9232
Alternate #1 School/Site Incident Commander	Rick Frei	613-5221	290-2451	669-8173
Facilities Manager	Ken Worembourg	613-5237	x	669-2215
Alternate #1 Facilities Manager	Don Babb	613-5237	231-0280	667-0128
Operations Team Leader	Rick Frei	613-5221	290-2451	669-8173
Alternate #1 Operations Team Leader	Todd Ball	613-5222	744-1445	962-9232
Emergency Medical Coordinator (Nurse)	Sandy Wenger	613-5211	203-4532	667-6060
Student Supervision Coordinator	Glenda Bates	613-5225	303-817-2055	720-929-1481
Student/Parent Reunion Coordinator	Carolyn Guernsey	613-5207		

Alternate #1 Student/Parent Reunion Coordinator	Counselors	613-5212	x	x
Logistics Team Leader	Karen Hamilton	613-5228	532-3078	532-3078
Alternate #1 Logistics Team Leader	Devin Anderson	613-5222	744-1039	663-3020
Transportation Coordinator	Deanna Shaver	613-5220	303-601-3009	303-942-1812
Alternate #1 Transportation Coordinator	Karen Hamilton	613-5228	532-3078	532-3078
Student Care & Recovery Coordinator (Mental Health)	Sandy Wenger Jill Walker	613-5211 613-5211	203-4532 744-9635	667-6060 613-1843

The Emergency Medical Care Coordinator (Nurse) will:

- Conduct a staff survey yearly to determine those with First Aid/CPR/EMT training.
They may be used for backup medical care and triage.

Staff with First Aid/CPR/EMT Training. (Check ✓ if trained, place a star * next to each check if certification is current):

Name	School #	Cell/Pager	First Aid	CPR	EMT
Rick Frei	613-5225	290-2451	x	x	
Wendy Thompson	613-5240	215-9733	x	x	
Sandy Wenger	613-5211	203-4532	x	x	
Jill Walker	613-5211	217-4855	x	x	

Task	Date	Completed By
Staff with First Aid/CPR/EMT Training have been identified	October '10	Frei

Step 3: Designate & Review Inside Safe Assembly Areas for Shelter in Place

- ✓ **Shelter-in-Place** – This action is taken to place and/or keep students indoors in order to provide some level of protection from outside airborne contaminants. This step will be taken in the event of a hazardous materials spill in the surrounding area. It also includes a shut down of the HVAC system. It normally allows for free movement of students inside the building.
- ✓ A secondary use of this action is for severe weather. The threat, or occurrence of severe weather may require students and staff to Shelter-in-Place while taking the steps outlined in a Lock Down to "duck and cover" beneath their desks. Students and staff in auditoriums or gyms should be removed back to their classrooms or locker rooms if safe to do so.

Severe weather is any weather condition that may cause injury to students and staff or damage to structures. Different types of weather call for different types of actions. Schools will go into shelter in-place if the threat of severe weather is in the area. Site Administrator will monitor the National Weather Service announcements and will notify staff and students to move away from rooms on the perimeter and go to designated Inside Safe Assembly Locations as necessary.

Designate and review the location of Safe Assembly Areas inside your school/site with your staff. These will be used to shelter from severe weather (tornadoes, etc.) or to move children from rooms on the perimeter of the school due to an external hazard.

Select a minimum of two areas.

Safe Assembly Area #1	100 hall and rooms
Safe Assembly Area #2	200 hall and rooms
Safe Assembly Area #3	300 hall and rooms
Safe Assembly Area #4	400 hall and rooms

Task	Date	Completed By
Safe Assembly Areas inside school identified (tornado, etc.) & reviewed with staff (add as needed & list below).	October '10	Frei

Step 4: Student/Staff Evacuations

Expected Actions:

- ✓ **Student/Staff Evacuations** – This decision is taken after the determination is made the building is unsafe.
 - Assembly areas, and evacuation routes, for each call should be predetermined.
 - Evacuation routes and emergency procedures should be posted by the doorway in each classroom/room and in the Principal's office.
 - Teachers will instruct students to evacuate based on decisions of principal or as appropriate authority witnessing the event.
 - Teachers will take student rosters when leaving the building.
 - Attendance is taken once the class is assembled in a safe location.
 - Once assembled, teachers and students will remain in place until further instructions are given (use of green/red cards appropriate here).

Identify and list on-site/off-site locations that could be used to move students farther away from the building. Schools with a large student body may have more assembly locations. You may direct teachers to move students to these locations by megaphone. **Select a minimum of two areas.**

Outside Area	Location
Safe Assembly Area #1	West Parking Lot
Safe Assembly Area #2	East Parking Lot
Safe Assembly Area #3	Football Field

Task	Date	Completed By
Safe Assembly Areas outside school identified & reviewed with staff (add as needed & list below).	October '10	Frei

Step 5: Review Lock Down procedures

Review Lock Down Procedures: Secure the building and safely shelters all students, staff and visitors inside the school building. School business and classroom activities cease. A school will go on lockdown if a threat is in their building or neighborhood and endangers the school occupants or at the direction of law enforcement. This action is different from "Shelter-in-Place" as the HVAC system is not shut down, and students are not allowed free movement within the building.

Site Administrator decides the school must be secured and makes an announcement and **911** is called, if appropriate

TSD Administration is notified at 970-613-5000

Steps to follow in a lockdown:

- Site Administrator will make an announcement to bring inside all students, staff and visitors who are outside the school building, if it is safe to do so.
- Teachers and students will remain in the classroom or secured area until further notice and instructions are received from the Principal (IC) or law enforcement.
- The Lockdown sign is placed in the front entrance door/window.
- Facility Manager/Staff locks all exterior doors.
- Teachers/Staff lock all interior doors.
- Teachers take attendance and follow school reporting procedures.
- No person is allowed to enter or leave the building with the exception of appropriate emergency personnel

Step 6: Identify & Contact Two Off-Site Emergency Evacuation Locations

Movement of students to an alternate safe site (off site evacuations) – this action is taken after a determination that it is unsafe to remain on the campus and an off site assembly area is required. This decision will be made by the Principal (IC) and should not be made by an individual teacher or staff member.

The Principal (or IC) will determine the safest method for the evacuation. This may require the use of school buses, or simply walking to an off site location.

The off site location may be a predetermined location.

Once the students and staff arrive, the procedures used for an on site evacuation will be followed.

These relocation facilities should be near your school and able to house your students and staff until they are released to parents or returned to school. Consider sites in opposite directions. Examples are another nearby school, church, store or public library. Specify a first and second choice. The district will supply support services (e.g., food, transportation,

district crisis recovery personnel, etc.) for these locations as need indicates. Contact these sites directly **each year** to coordinate arrangements and ensure ongoing agreement.

1st Evacuation Site	Church of Nazerene	2nd Evacuation Site	Trinity Luth. Church	
Facility Contact + Alternate	Bill McClendon	Facility Contact + Alternate	Jennifer Kinger	
Address	807 W, 29	Address	3333 N. Douglas	
Phone + Cell	667-4323	Phone + Cell	667-5700	
Date Contacted	Nov.10	Date Contacted	November '10	
Contacted By	Frei / Snyder	Contacted By	Frei / Snyder	

Step 7: Establish a Reunification plan for students and parents

I. Situation and Assumptions

A. Situation

Based on the emergency and/or crisis it may become necessary to reunite students with parents in a controlled environment.

While this could occur at the school, it is possible that the site may be located away from school grounds

B. Assumptions

Parents will be insistent on obtaining both information on the incident and the safety of their child. They will also make every attempt to remove their child from the situation or threat.

Responsibility to reunite the student with his/her parents is the responsibility of the District/School, and must be accomplished in a safe manner.

Each student must be accounted for and each parent or designated guardian must present appropriate identification before reunification can occur.

The Public Information Office will work closely with the Incident Commander to release appropriate information concerning where, when and how reunification will take place.

The Operations section of ICS will execute the Reunification Plan.

Personnel must be assigned to administer the reunification plan and keep appropriate records to ensure accountability for each student.

C. Concept of Operations for Reunification

Expected Actions by school should include:

Communication with parents: should be predetermined. District and local media will help facilitate

Pre-determined, but unannounced, relocation site should be predetermined as identified in Step 6 above. Location of site will be released, per communication with district , during or immediately after an incident requiring reunification.

Pre-determined procedure for documenting the release of students to parents/guardians. Please describe your procedure below:

Reunification of students with parents/guardians will be coordinated at each off-campus site by the reunification coordinator and assistant located at each site.

Reunification coordinators: implements system for accountability of students and communication with parents / guardians.

Carolyn Guernsey / Carol Halsey / Loretta Martens – Site #1

Glenda Nachtrieb / Jill Doty / Kim Colton– Site #2

Niki Weitzel/ Brett Cain / Deanna Dykstra– Site #3

Student Support (logistical, phone calls, traffic, emotional support, etc.)
Same as above

While planning reunification please remember:

Site location may dictate use of transportation services.

Site location will require assistance from local law enforcement for security and traffic control.

Parent check-in location, close but geographically separated from student holding area.

A parent liaison should be appointed to keep parents informed of all developments. Identify the name of the liaison:__(This will not be assigned but will instead be the function of the assigned information person).

Step 8: Print Student Roster & Emergency Cards

The school office manager must assemble complete student and staff lists. Student and staff schedules need to be assembled and updated regularly. This will be used to account for all students and staff in an emergency.

The school nurse works with the office manager to separate the **emergency contact cards** for all enrolled students and staff. One copy should be kept in the health clinic and one copy used for emergency/evacuation purposes and be kept with the Emergency Response Kit.

Task	Date	Completed By
Office Manager has assembled roster & scheduled information for all students and staff	October '10	Hamilton
Emergency cards for students have been separated & distributed to health clinic & Emergency Response Kit	October '10	Wenger
Emergency cards for staff have been separated & distributed to health clinic and Emergency Response Kit.		

Step 9: Check & Replenish Contents of Emergency Response Kit, Trauma Kits & Classroom Emergency Response Kits

Check the contents of the school Emergency Response Kit. Replenish any items that have been used. Always provide new batteries for flashlights and megaphones. Store the Emergency Response Kit in a conspicuous location in the main office. Take this kit with you if you evacuate the building. Make sure the following items are included:

- Copy of this Emergency Preparedness Plan
- Floor plans of the school/site for reference
- Megaphone(s) with additional batteries
- Vests/caps identifying key school crisis staff
- Emergency cards for students & staff
- List of individuals needing evacuation assistance & individualized plans
- First aid supplies
- Clipboards, paper & pencils/pens

The school nurse will check the contents of the trauma kit(s).

Task	Date	Completed By
Emergency Response Kit has been checked & replenished	Oct. '10	Rick Frei
Trauma Kit(s) has/have been checked & replenished	Oct. '10	Wenger

Step 10: Identify Emergency Evacuation Staging Areas for Individuals Needing Evacuation Assistance

All schools **must** have an evacuation plan for individuals with disabilities who need assistance.

- Principals/site administrators, in conjunction with the fire department, DIRT, Health Services & Risk Management must designate emergency evacuation staging areas in the building (i.e., a second floor location – when the elevator is not available).
- Signs **must** be posted to mark these locations.
- Mark the school map with the location of special education classrooms and evacuation staging areas and include them in the Emergency Response Kit.

Area	Location
Basement	na
Ground Floor	Cafeteria – near the information office
Second Floor	na

Task	Date	Completed By
Signs posted to mark each evacuation staging area location.	na	Frei
Map has been marked & included in the Emergency Response Kit.	Oct. ,10	Frei

Step 11: Establish a Crisis Team Meeting, Exercise & School Drill Schedule for the Year & Document Completion

Establish the meeting, exercise and drill schedule for your team and school this year (use the chart below). Include the following meetings, exercises and drills:

- Crisis Team orientation and meetings for the year.
- Fire drills/Evacuation (7)
- Tornado drill/Shelter in Place (1)
- Lockdown drill (1)
- Tabletop exercise with crisis team (1)
- Other drills or meetings

Send a copy of each crisis team meeting minutes, safety team meeting minutes and exercise or drill report for each exercise or drill to the Director of Student Support Services (Administration Building) as evidence of completion.

Month	Type of Meeting/ Exercise/Drill	Date	Time
July			
August	FIRE DRILL	08/11/10	1003
September			
	FIRE DRILL	09/08/10	0710
October	FIRE DRILL	10/06/10	0745
	CRISIS TEAM MTG	10/21/10	1530
November	LOCK-DOWN DRILL	11/18/10	0925
December			
	FIRE DRILL	12/14/10	1330
January			
	FIRE DRILL	01/18/11	1440
February			
	FIRE DRILL	02/15/11	1000
March			
April	TORNADO DRILL	04/19/11	0800
	FIRE DRILL (IF STILL NEEDED) TBD		
May			
June			

Task	Date	Completed By
A crisis drill schedule has been established for the school year.	Nov. '10	Frei

Emergency Report

School/Building:

Type of Drill: ☐ Lockdown ☐ Evacuation ☐ Fire Drill

Date:

Time of Drill:

Time to Evacuate Building (FIRE DRILL ONLY):

Comments/Concerns:

Note to Principal:

Please send a copy of this report to within 24 hours to:

- 1) Your evaluator
- 2) Kris Briggs at Facilities

EVACUATION OF BUILDING Loveland High School

As identified on map, students and staff will exit building and gather at designated areas. Persons designated with ** will be responsible for having a cell phone. **Off duty personnel will exit the building** (according to "home" classroom) and assist in the "gathering and leading" of students to designated areas. If it is necessary to completely evacuate the building and an off-site "command center" is needed, the amphitheater is designated for that purpose. If we need to move further away, we will designate the firehouse located on Taft, just south of the park.

Area #1 (100's, 300's, and 800's, library and cafeteria) will meet at the LHS marker on the northwest side of the building and then evacuate to:

Trinity Lutheran Church OR Southwest side of North Lake Park

3333 Duffield Avenue

Loveland, CO

970-667-5700

Population will go to fellowship hall and sanctuary (650 limit).

***Glenda Bates* will be responsible for this group.

Teams are being developed....stay tuned

Area #2 (200's, 400's, 500's, 600's,) will meet in the parking lot on the northeast side of building and then evacuate to:

Lincoln Elementary OR Northwest side of North Lake Park

3312 North Douglas Avenue

Loveland, CO

970-613-6200

Population will go to gymnasium and cafeteria.

***James Sanchez* will be responsible for this group.

Teams are being developed....stay tuned.

Area #3 (cottages, special ed., ROTC, auditorium, pool, gymnasiums, and wrestling room) will meet on the track and then evacuate to:

Church of the Nazarene OR Sculpture Park

807 West 29th Street

Loveland, CO

970-667-4323/Jim Lynch contact @ 970-667-8562

Population will go to gym and sanctuary (500 limit)

***Devin Anderson* will be responsible for this group.

Teams are being developed....stay tuned.

The following staff will stay in the building (at LHS) until directed by local police or fire officials to evacuate:

Todd Ball, Principal

Ken Warembourg, Lead Custodian

Rick Frei, Assistant Principal

Sandy Wenger, Nurse

Campus Monitor (TBA)

Carol Halsey, Registrar

Karen Hamilton, Building Secretary

EMERGENCY PROCEDURES

PROCEDURES FOR FIRE DRILL, TORNADO OR SEVERE WEATHER, OR BOMB THREAT

FIRE DRILL

1. The signal for a fire drill is a continuous siren. Everyone must immediately evacuate through the nearest exit. (Maps are posted in classrooms.)
2. **Take attendance sheet or grade book.**
3. Turn off lights and close doors.
4. Have designated helpers assist handicapped person(s) in your room.
5. Stay with your class; move at least 150 feet away from the building, to designated areas.
6. Take attendance and report any missing student to your designated team leader.
7. DO NOT enter the building until "all clear" is broadcast over public address system.

TORNADO OR SEVERE WEATHER

1. The signal for severe weather is an announcement.
2. Stay in your classroom (if it is an interior classroom) or move to the designated "buddy-room" on maps posted in classrooms.
3. Designate helpers to assist handicapped person(s) in the room.
4. In case of a tornado, "duck and cover". Stay together at all times.
5. Wait for a member of the emergency team to report to you "all-clear".
6. Account for all students, if possible, and report any missing students to an administrator.

BOMB THREAT

1. The office will turn off the bell system and go on public address system stating the threat.
2. Teachers will keep students confined to the room and check individual classrooms, closing doors.
3. Administrators will announce whether the building will be evacuated or not. If evacuated, go to assigned campus areas and take roll.
4. Hold students until an "all-clear" announcement is made over the public address system and other instructions given.
5. Bell system will be turned on and an announcement will be made to direct students to the next class/or that there is _____ minutes left in this period.

LOCKDOWN PROCEDURE

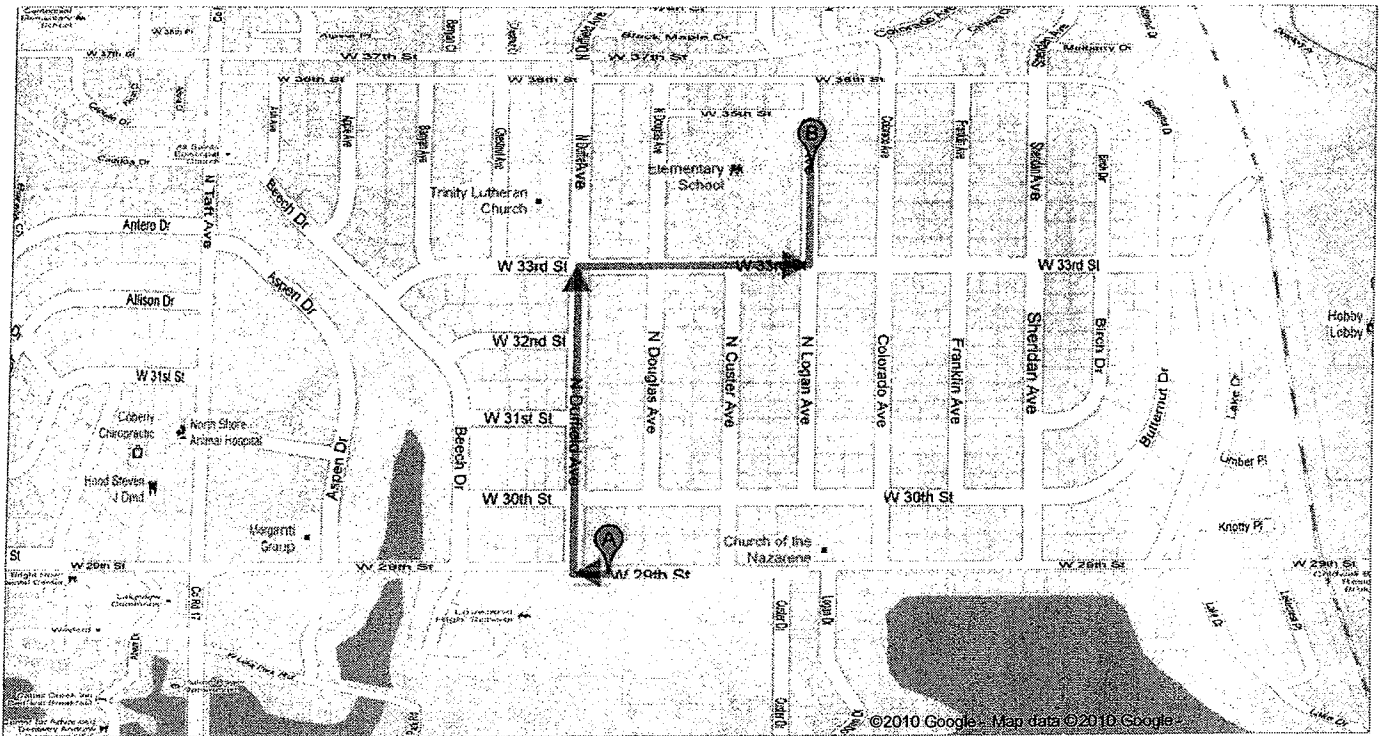
Teachers not on "duty", report to the nearest classroom.

1. An administrator will come over the intercom ordering a "lockdown".
2. Move students away from any windows or doors in the room. The room should appear to be vacant.
3. Teachers should immediately bring any students in the hallway into the room, lower any window shades, lock windows.
4. Write down names of ALL students in the room.
5. Turn lights off.
6. Students should remain absolutely quiet and listen for instructions.
7. Administrators and campus monitors will knock on individual classroom doors and identify themselves indicating that any danger has passed. **NO ONE SHOULD LEAVE THE CLASSROOM UNTIL CONTACTED BY ADMINISTRATORS OR CAMPUS MONITORS UNLESS IN THE TEACHER'S JUDGMENT AN EXIT TO A SAFER AREA IS NECESSARY.**
8. Students in the cafeteria should move to ROTC classroom and/or kitchen.
9. Students in the gym should move to locker rooms and secure doors.
10. Custodians will lock exterior doors.

Google maps

Get Directions My Maps

Print Send Link



Driving directions to 3312 Douglas Ave, Loveland, CO 80538

920 W 29th St
Loveland, CO 80538

1. Head west on W 29th St toward N Duffield Ave 135 ft
 2. Take the 1st right onto N Duffield Ave 0.2 mi
 3. Take the 2nd right onto W 33rd St 0.2 mi
 4. Take the 2nd left onto N Logan Ave 390 ft
- Destination will be on the left

3312 Douglas Ave
Loveland, CO 80538

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2010 Google

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Lincoln Ekan. School
Rooms: Cottage, Spec. Ed., ROTC,
Auditorium, Pool, Gym,
Locker Rooms, Band, Choir,
Stu. CO., Weight Room, Wrestling Rm.

0.5 mi – about 2 mins



920 W 29th St
Loveland, CO 80538

1. Head north
 2. Turn right toward W 29th St
 3. Take the 1st right onto W 29th St
 4. Take the 1st left onto N Duffield Ave
 5. Take the 2nd right onto W 33rd St
 6. Take the 1st left onto N Douglas Ave
- Destination will be on the right



3312 N Douglas Ave
Loveland, CO 80538

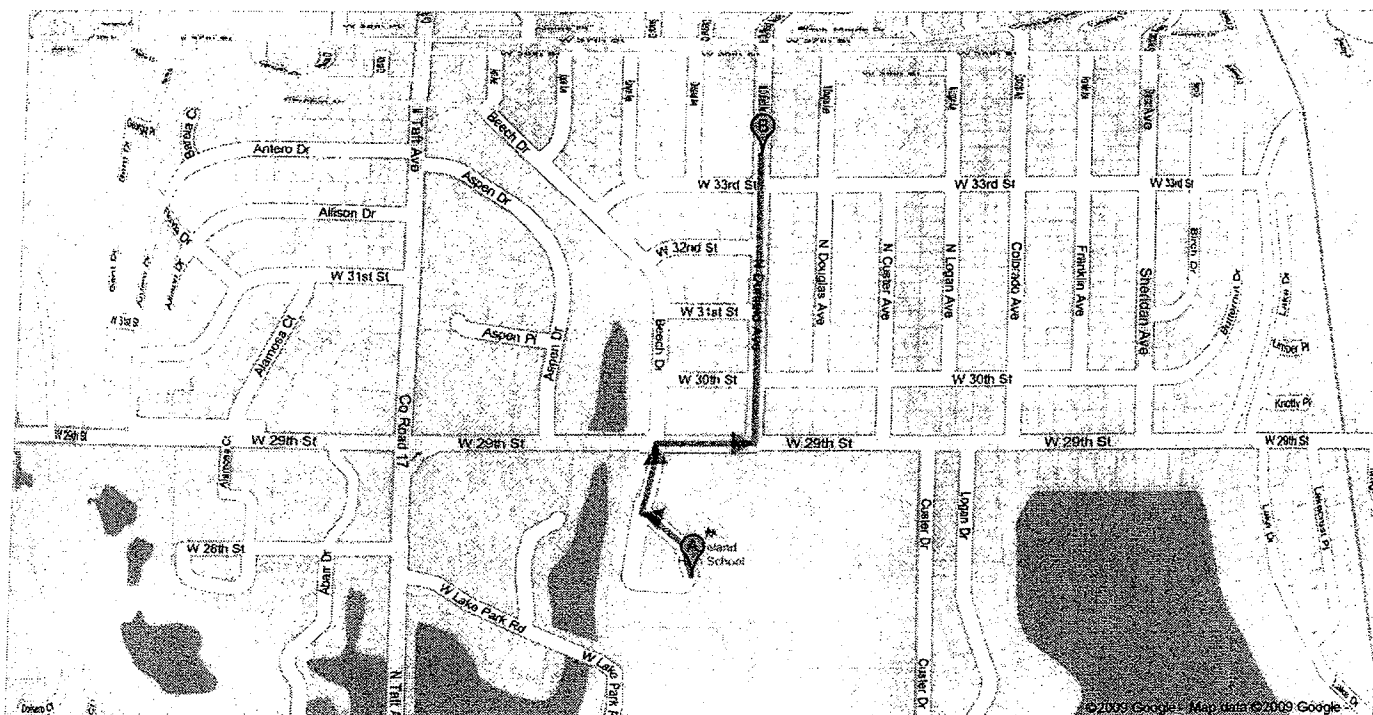
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Map data ©2009 , Google

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Area #2 - Lincoln Elem. School
Rooms: 200^{'s}, 400^{'s}, 500^{'s}, 600^{'s}

To see all the details that are visible on the screen, use the "Print" link next to the map.



0.5 mi – about 2 mins



920 W 29th St
Loveland, CO 80538

1. Head north
2. Turn **right** toward W 29th St
3. Take the 1st **right** onto W 29th St
4. Take the 1st **left** onto N Duffield Ave
Destination will be on the left

0.3 mi



3333 N Duffield Ave, Loveland, Larimer, Colorado 80538

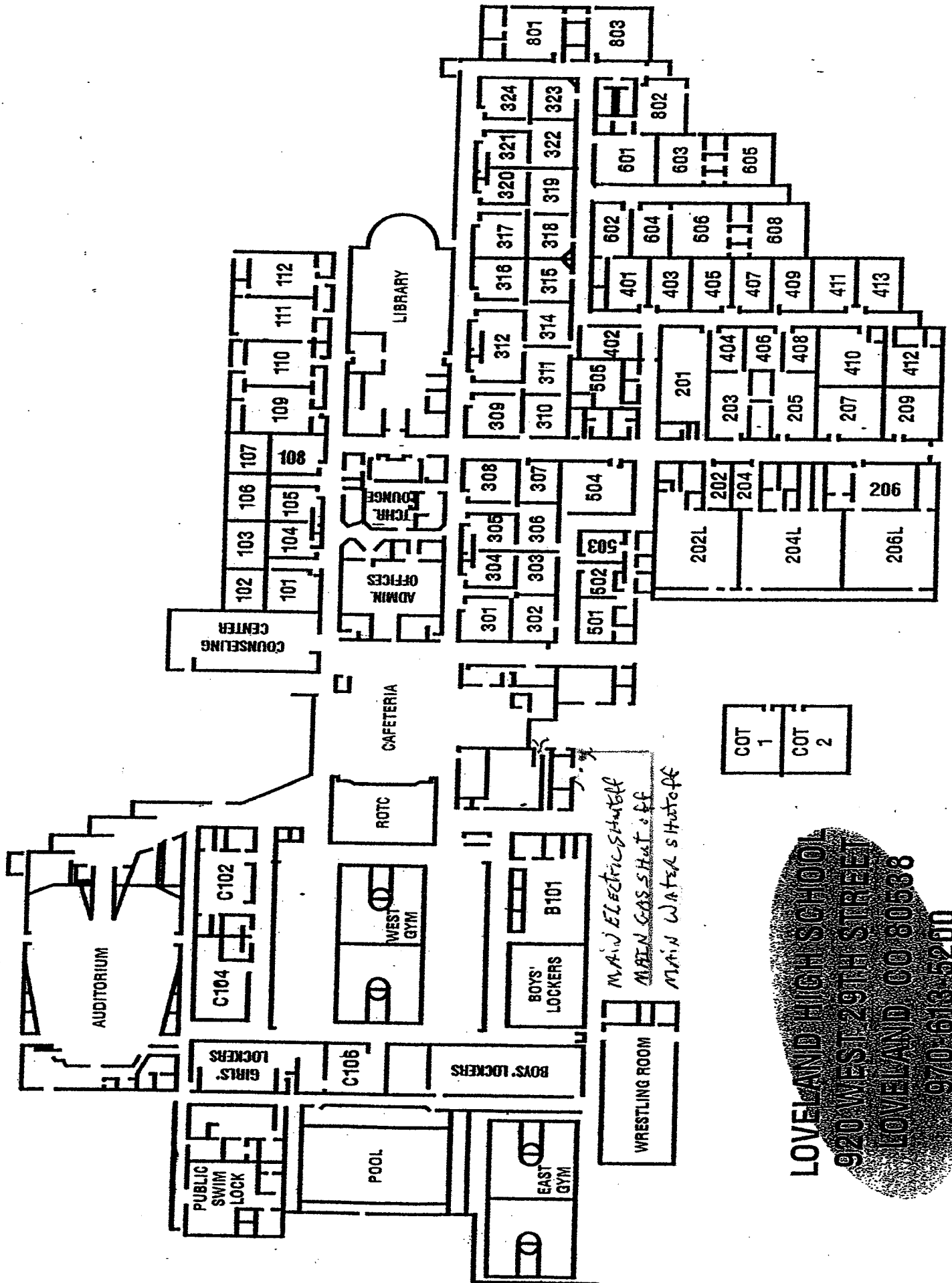


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Area #1 - Trinity Lutheran
Rooms:
100's, 300's, 800's, Library, Cafeteria



LOVELAND HIGH SCHOOL
 920 WEST 29TH STREET
 LOVELAND, CO 80538
 970-613-5200

EMERGENCY PROCEDURES

PROCEDURES FOR FIRE DRILL, TORNADO OR SEVERE WEATHER, OR BOMB THREAT

FIRE DRILL

1. The signal for a fire drill is a continuous siren. Everyone must immediately evacuate through the nearest exit. (Maps are posted in classrooms.)
2. **Take attendance sheet or grade book.**
3. Turn off lights and close doors.
4. Have designated helpers assist handicapped person(s) in your room.
5. Stay with your class; move at least 150 feet away from the building, to designated areas.
6. Take attendance and report any missing student to your designated team leader.
7. DO NOT enter the building until "all clear" is broadcast over public address system.

TORNADO OR SEVERE WEATHER

1. The signal for severe weather is an announcement.
2. Stay in your classroom (if it is an interior classroom) or move to the designated "buddy-room" on maps posted in classrooms.
3. Designate helpers to assist handicapped person(s) in the room.
4. In case of a tornado, "duck and cover". Stay together at all times.
5. Wait for a member of the emergency team to report to you "all-clear".
6. Account for all students, if possible, and report any missing students to an administrator.

BOMB THREAT

1. The office will turn off the bell system and go on public address system stating the threat.
2. Teachers will keep students confined to the room and check individual classrooms, closing doors.
3. Administrators will announce whether the building will be evacuated or not. If evacuated, go to assigned campus areas and take roll.
4. Hold students until an "all-clear" announcement is made over the public address system and other instructions given.
5. Bell system will be turned on and an announcement will be made to direct students to the next class/or that there is _____ minutes left in this period.

LOCKDOWN PROCEDURE

Teachers not on "duty", report to the nearest classroom.

1. An administrator will come over the intercom ordering a "lockdown".
2. Move students away from any windows or doors in the room. The room should appear to be vacant.
3. Teachers should immediately bring any students in the hallway into the room, lower any window shades, lock windows.
4. Write down names of ALL students in the room.
5. Turn lights off.
6. Students should remain absolutely quiet and listen for instructions.
7. Administrators and campus monitors will knock on individual classroom doors and identify themselves indicating that any danger has passed. NO ONE SHOULD LEAVE THE CLASSROOM UNTIL CONTACTED BY ADMINISTRATORS OR CAMPUS MONITORS UNLESS IN THE TEACHER'S JUDGMENT AN EXIT TO A SAFER AREA IS NECESSARY.
8. Students in the cafeteria should move to ROTC classroom and/or kitchen.
9. Students in the gym should move to locker rooms and secure doors.
10. Custodians will lock exterior doors.

Loveland High School Telephone Directory

Main Number: 613-5200

Police Non-Emergency Number 667-2151

Administration		Ext		Counseling	Ext
Ball, Todd	Principal	5222		Doty, Jill (A-E)	5206
Anderson, Devin	Ass't Princ/AthleticDir (12th)	5220		Guernsey, Carolyn (F-La)	5207
Bates, Glenda	Assistant Principal (10th)	5225		Nachtrieb, Glenda (Lb-R)	5209
Sanchez, Jim	Dean of Students (9th)	5226		Cain, Brett (S-Z/ELL)	5204
Frei, Rick	Assistant Principal (11th)	5221		Weitzel, Niki (TAG/STC)	5205
Hamilton, Karen	Building Secretary	5228		Lindly, Liz, Social Worker	7159
Shaver, Deanna	Athletic Secretary	5219		Shannon, Casey ,School Psy	7156
Hinkle, Patty	Attendance Office	5202		Halsey, Carol, Registrar	5210
Portalatin, Trish	Information Booth	5201		Colton, Kim, Secretary	5212
				Martens, Loretta, Secretary	5203

***=use these numbers in building only**

Name	Ext.	VM	Name	Ext.	VM		Ext.	VM
Adamson, Tirzah	7169		Computer Lab 604*	1350		Hartman, Deb	5233	
Admin. Bldg	5000		Cons/Fam Office	5255		Hemme, Lizz	4033	
Administration (LHS)	5228		Copy Room	5218		Heyrman, Denny	7183	
Anderson, Devin	5220		Cottage 1 *	1382		Hinkle, Patty	5202	
Arau, Matthew	5292		Cottage 2 *	1383		Hollweg, Danny	5259	
Art Office *	1310		Counseling Conf	7187		Howe, Liz	5282	
Asche, Janese	5276	5249	Crime Stoppers	5254		Instructional Coaches	5264	
Aten, Betty	5262		Curtis, Sandy	7169		Jantz, Jen	5216	
Athletic Office	5219		Custodians	5237	5215	Jasken, Marty	7171	
Babb, Don	5215		Deason, Ben	5229		Jones, Matt	5880	
Baclasky, Allan	5276	5248	Damosso, Elizabeth	5274		Keller, Garry	5234	
Ball, Todd	5222		Donahue, Jake	5295		Kinney, Sarah	7185	
Band Office	5292		Doty, Jill	5206		Kitchen	5238	
Bernhardt, Stephanie	5882		Dunkle, Dave	5230	7166	Klatt, Nina	5241	
Bookkeeping	5223	5224	Dunn, Lindsey	5244		KLHS *	1310	5261
Booth, Victoria	5286		Dykstra, Deanna	5277	7156	Kostrzewa, Wendy	5267	
Boys' PE Office	5296		Edsall, Sue	5265		Kramer, Sid	5289	
Brown, Ben	5280		ELA Office	5213		Kristoff, Jim	7173	
Bruns, Marcia	5218		Engelking, Matt	5242	7153	Kuntz, Shelly	5255	
Bucko, Sarah	7185		Engle, Barbara	5266		Lange, Craig	7179	
Burch, Amy	7177		Eng/Speech Office	1349		LangArts Office *	1349	
Burczyk, Steven	5883		Felton, Mike	7176		Lanter, Allison	5247	
Burdette, Breanna	5256		Ferber, Sara	7168		Larson, Anne	5273	
Burke, Scott	5273		Findley, Mark	7175		Lewis, Becky	7172	
Business Office	5276		Frei, Rick	5221		Library	5275	
Caikowski, Colleen	5260		Garcia, Gil	7174		Light, Gary	5276	5252
Cain, Brett	5204		Garner, John	5293		Lindly, Liz	7159	
Campos, Carie	6780	6780	Gerhard, Col. John	5251		Linville, Carrie	5258	
Campus Monitors Ofc	5227		Glaser, Brit	5271		Manion, Mary	5232	
Cantu, Betty	5232	4036	Geom/Construct	1382	5273	Marlow, Jennifer	7189	
Career Center	5205	5278	Gomez, Steve	7164		Martens, Loretta	5203	
Case, Cindy	5276	7154	Guernsey, Carolyn	5207		Martinez, Lara	7151	
Causar, Brian	5261		Gwynn, Ken	5246		Math Office *	1366	1377
Chaney, Sandy	5236		Halsey, Carol	5210		McCulloch, Michelle	7152	
Cherek, Erin	7188		Halvorsen, Darlene	7178		McElroy, Ryan	5294	
Choir Office	5293		Hamilton, Karen	5228		Media Center	5217	
Computer Lab 305*	1329		Hansen, Kari	5287		Melton, Lenoir	5235	4034

Loveland High School Telephone Directory Police Non-Emergency Number 667-2151
Main Number: 613-5200

Name	Ext.	VM	Name	Ext.	VM	Name	Ext.
Michael, Chris	5242	5250	Tom, MaryJane	5268			
Miller, Becky	7163		Torres, Colleen	7181		District Numbers	
Morehead, Sarah	5298		Training Room	5279		ElementaryPhoneNumbers	
Morrison, Greg	5281		Vogel, Aaron	5285		Berthoud	7500
Munoz,Edi	5887		Walker, Jill	5211	4047	BF Kitchen	5500
Nachtrieb, Glenda	5209		Warembourg, Ken	5237		Big Thompson	5600
Nebergall, Judy	5269		Weight Room	7184		Carrie Martin	5700
Newspaper Office	5259		Welsh, Lindsey	5216	1349	Centennial	5800
Nurse	5211		Wenger, Sandy	5211	5336	Cottonwood	5900
Omlid, Kendra	5263		Wilhite, Misty	7169		Coyote Ridge	679-4900
Papp, Robert	5276	5248	Wooster, Diane	7160		Garfield	6000
Parks, John	5288		Workroom	5218		Ivy Stockwell	6100
PE Office	5242		World Lang Office	1346		L. Edmondson	6300
Petersen, Judy	5231		Wrestling Office	5297		Lincoln	6200
Pierson, Kristyn	7169		Yearbook Office	7170		Mary Blair	6400
Pintaric, Mike	5257		Young, Beth	5223		Monroe	6500
Pitts, Shawn	5296					Namaqua	6600
Poovey, John		7190				Sarah Milner	6700
Portalatin, Trish	5201					Stansberry	6800
RtI Lab	7158					Truscott	6900
Quere, Paul	5884					Van Buren	7000
Reedbaum, Sue	5079		LHS FAX NUMBERS			Winona	7100
Resource Officer	5254		Admin Area	7191		MIDDLE SCHOOLS	
Richards, Clint	5213		Band	7182			
Richie, Wendy	7170		Business	7194			
Robinson, Jami	5214		Counseling	7193			
Rogers, Marylou	5217		Library	7192			
Rojas-Rymes, Ana	7162		ROTC	7195		HIGH SCHOOLS	
ROTC Office	5239						
Rys, Genie	7165						
Sanchez, Jim	5226						
Schneider, Doug	5272						
Schwieterman, Matt	5291						
Science Offices*1360/1381/1384							
Scott, Mary	5224						
Shannon, Casey	7156						
Snyder, Esther	5227	5284					
SocStudiesOffice *1341/1359/1378							
Starkson, Carrie	5885						
Stroud, Patti	5235	4015					
STUCO	5216						
Sub Finder	TBA						
Sylva, Courtney	7158						
Tanner, Roberta	7186						
Theisen, Toni	7161						
Thomas, Karen	5234						
Thompson, Paula	5886						
Thompson, Wendy	5240						
Todd, Stevie	5227	7180					

REVISED September 30, 2010
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REVISED September 30, 2010
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**Loveland High School
Staff List
2009-2010**

all phone numbers are 970 unless indicated c

EID #	Last Name	First	Birthdate	Address	City	Stat Zip	Home phone	Cell
7972	Adamson	Tirzah		2731 Courtney Drive	Loveland	CO 80537	308-4057	
2121	Anderson	Devin	4/9/1956	5021 East CR 14	Loveland	CO 80537	663-3020	744-1039cell
2740	Arau	Matt	#####	800 Grand Lake Court	Fort Collins	CO 80526	214-4018	
1161	Asche	Janese	#####	2138 Parshall Drive	Loveland	CO 80538	663-5895	744-9773 cell
5623	Aten	Betty	#####	388 Marcy Drive	Loveland	CO 80537	593-1221	
4677	Babb	Don	9/7/1938	7225 Leslie Drive	Loveland	CO 80537	667-0128	
6614	Baclasky	Allan	6/8/1958	3637 Platte Drive	Fort Collins	CO 80526	581-8991	443-4120
46	Ball	Todd	#####	1316 W 45th Street	Loveland	CO 80538		744-1445
23618	Bates	Glenda	#####	2754 East 139th Ave.	Thornton	CO 80602	720-929-1481	303-812-2055
3264	Bernhardt	Stephanie	#####	3890 Bristol Court	Loveland	CO 80538	672-9909	691-1875 cell
7566	Billington	Dave	#####					custodian
22993	Booth	Victoria	#####	1485 10t Street SW	Loveland,	CO 55124	952-836-7398	
3250	Brown	Ben	2/4/1956	1521 West 31st Street	Loveland	CO 80537	952-836-7398	
5853	Brunelli-Case	Cindy	#####	6208 Buckhorn Drive	Loveland	CO 80538	278-9280	
3706	Bruns	Marcia	#####	3004 Hiawatha Drive	Loveland	CO 80538	667-9351	
28	Burch	Amy	#####	304 West 50th Street	Loveland	CO 80538	622-9469	
7682	Burczyk	Steven	#####	814 East 34th Street	Loveland	CO 80538	663-5406	
7724	Burdette	Breanna	#####	406 Derry Drive	Fort Collins	CO 80525	970-556-2225	
4987	Burke	Scott	1/5/1977	2038A Fossil Creek Parkway	Ft Collins	Co 80525	219-5020 cell	
3586	Caikowski	Colleen	#####	4901 Chippendale	Ft Collins	CO 80526	412-0713	
8648	Cain	Brett	#####	4470 S. Lemay Ave, Apt 816	Ft Collins	CO 80525	734-383-6241	
2802	Campos	Carle	#####	312 Holladay Court	Loveland	CO 80537	663-1851	
3134	Cantu	Betty	#####	1503 Sylmar Place	Loveland	CO 80538	667-3024	
8196	Causar	Brian	#####	2536 W. Mulberry St.	Ft Collins	CO 80521	412-7509	
1941	Chaney	Sandy	#####	602 West 30th Street	Loveland	CO 80538	663-3717	
8651	Cherek	Erin	#####	PO Box 358	Bellview	CO 80512	920-284-5581	970-224-4775
5816	Colton	Kim	8/9/1951	410 East Cnty Rd #30	Ft Collins	CO 80525	215-3021	
23607	Curtis	Sandy	#####	20192Leola Way	Eaton	CO 80615	970-716-7220	435-757-9763
998	Deason	Ben	#####	706 Valley View Road	Loveland	CO 80537	663-4826	
22842	Donahue	Jacob	#####	821 Courtenay Circle	Ft. Collins	CO 80525	763-218-6905	
8177	Doty	Jill	#####	5200 Honeylocust Court	Ft Collins	CO 80525	232-9414	
8267	Dunkle	Dave	#####	1155 Flowering Almond Drive	Loveland	CO 80538	667-4217	581-1410 cell

6672 Dunn	Lindsey	3/4/1978	1262 W. 45th Street	Loveland	CO	80538	663-3813	
6719 Dykstra	Deanna	#####	319 4th Street	Windsor	CO	80550	481-7581 cell	
2671 Edsall	Susan	#####	2927 Montana Place	Loveland	CO	80538	593-9377	282-8681 cell
6823 Engelking	Matt	#####	7533 Joel Place	Loveland	CO	80537	402-6779	402-6779
2325 Engle	Barbara	#####	1239 Poplar Street	Loveland	CO	80537	667-8896	
7703 Esquerro	Roque	2/1/1983						custodian
2194 Felton	Mike	9/9/1960	926 Bayberry Drive	Loveland	CO	80538	667-4766	
8614 Ferber	Sara	#####	622 Endicott Street	Ft Collins	CO	80524	716-867-9192	
2404 Findley	Mark	#####	4023 Stoneham Drive	Loveland	CO	80538	663-9271	
2132 Frei	Rick	#####	3458 Black Walnut Court	Loveland	CO	80538	669-8173	290-2451 cell
2566 Garcia	Gil	7/7/1962	3904 Windom Street	Ft Collins	CO	80526	267-8753	231-5351
2721 Garner	John	#####	2964 Hudson Drive	Loveland	CO	80538	667-7271	214-5246 cell
7217 Gerhard	John	#####	1985 New Hampshire Street	Loveland	CO	80538	669-3340	
8224 Glaser	Briton	4/3/1968	2006 Newcastle	Ft Collins	CO	80526	420-0269	
3909 Gomez	Steve	#####	7908 Whitney Court	Ft Collins	CO	80525	663-6482	
1041 Guernsey	Carolyn	#####	3230 Current Creek Court	Loveland	CO	80538	663-0619	
1867 Gwynn	Ken	#####	PO Box 138	Glen Haven	CO	80532	586-3788	420-9221
1233 Halsey	Carol	#####	332 North Madison	Loveland	CO	80537	667-4597	
3697 Halvorsen	Darlene	#####	3143 Glendevey Drive	Loveland	CO	80538	663-3485	
1601 Hamilton	Karen	#####	600 Candice Court	Berthoud	CO	80513	532-3078	
6692 Hansen	Kari	#####	1515 Corydalis Court	Ft. Collins	CO	80526	490-1943	
8710 Hartman	Deb	#####	4625 Portofino Drive	Longmont	CO	80503	720-684-9206	
3930 Hemme	Lizz	#####	1230 Oxborough Lane	Fort Collins	CO	80525	377-8202	
4152 Heyrman	Denny	#####	1518 West 13th Street	Loveland	CO	80537	663-2948	
891 Hinkle	Patty	#####	1506 Melissa Drive	Loveland	CO	80537	669-2517	
7696 Hollweg	Danny	#####	3290 Springfield Drive	Loveland	CO	80538	970-988-8317	
2221 Howe	Liz	2/1/1965	614 Agate Court	Ft Collins	CO	80525	493-8941	
5582 Jantz	Jennifer	#####	721 Brittany Drive	Ft Collins	CO	80525	970-405-6715	
2248 Jasken	Marty	#####	2442 Hollingborne Drive	Ft Collins	CO	80526	970-222-4340	
3096 Johnson	Amy	#####	927 Banyan Court	Loveland	CO	80538	667-4288	Kitchen
22851 Jones	Matt	4/2/1986	1906 Devonshire Drive	Ft Collins	CO	80526	719-510-5874 cell	
4141 Keller	Garry	#####	2479 Wyandote Street	Ft Collins	CO	80526	215-1491	
8630 Kinney	Sarah	1/9/1979	1312 West Trilby Rd	Ft Collins	CO	80526	420-2637	
2900 Klatt	Nina	7/2/1980	205 Whitney Bay	Windsor	CO	80550	231-5138	
600 Kostzewa	Wendy	#####	1205 Lindenwood Drive	Ft Collins	CO	80524	490-1422	
6686 Kramer	Sid	#####	551 West 48th Street	Loveland	CO	80538	663-1255	
2413 Kristoff	Jim	#####	1814 Churchill Court	Ft Collins	CO	80526	223-1399	

3185 Kuhn	Randy	#####		Loveland	CO	80538	667-8868	custodian 402-2679 cell
4284 Kuntz	Shelly	#####	902 Wisteria Drive	Ft Collins	CO	80525	225-0152	
1688 Lange	Craig	#####	3206 Grovewood Drive	Johnstown	CO	80534	231-0454	
7626 Lanter	Allison	1/5/1983	426 LaCosta Lane	Johnstown	CO	80534	587-8067	custodian
1763 Larson	Anne	#####	354 Wyss Street					
7819 Le	Thein	#####						
7252 Lewis	Rebecca	8/9/1961	8878 Longs Peak Circle	Windsor	CO	80550	686-2779	443-2055
1661 Light	Gary	#####	6065 Spring Glade Road	Loveland	CO	80538	443-2055	
23021 Lindly	Elizabeth	7/2/1986	1225 W. Prospect Rd. P-16	Ft. Collins	CO	80526	307-421-1467	
377 Linville	Carrie	#####	14435 West County Road 18E	Loveland	CO	80537	667-0361	
1484 Manion	Mary	#####	143 S. Sunset St.	Ft Collins	CO	80521	495-6742	
22846 Marlow	Jennifer	#####	7502 Matheson Drive	Ft Collins	CO	80525	405-747-9736	
1800 Martens	Loretta	#####	114 Rock Bridge Court	Windsor	CO	80550	674-1861	
5031 Martinez	Lara	#####	2330 Fleming Drive	Loveland	CO	80538	290-0135	
22839 McCulloch	Michelle	#####	2721 Leisure Drive	Ft Collins	CO	80521	631-6340	
8192 McElroy	Ryan	#####	2146 Canada Goose Drive	Loveland	CO	80537	319-7160	214-0579 cell
6829 Melton	Lenoir	2/3/1957	4130 Suncrest Drive	Ft Collins	CO	80525	282-1323	
3608 Michael	Chris	#####	13101 Buckhorn Road	Loveland	CO	80538	613-9854	
4468 Miller	Becky	#####	5151 West 29th #2112	Greeley	CO	80634	534-1232	custodian
6764 Moore	Nally	#####						
7327 Morehead	Sarah	#####	2844 Snowberry Place	Loveland	CO	80537	461-4881	
6174 Morrison	Gregory	#####	4521 Hibiscus Street	Fort Collins	CO	80526	206-0742	443-5069 cell
8241 Munoz	Edi	#####	600 East Plum Street	Ft Collins	CO	80524	484-3396	
5277 Nachtrieb	Glenda	#####	4127 Georgetown Drive	Loveland	Co	80538	635-0754	
4345 Nebergall	Judy	#####	5445 Golden Willow Drive	Ft Collins	CO	80528	267-6795	custodian
8102 Nelson	Lola	1/1/1969						
7735 Omlid	Kendra	4/6/1980	PO Box 7304	Loveland	CO	80537	215-5553	
7144 Papp	Robert							
8254 Parks	John	2/5/1977	1175 Niagara Drive #11	Ft Collins	CO	80525	631-6786	
3154 Petersen	Judy	#####	PO Box 138	Glen Haven	CO	80532	586-3788	
8638 Pierson	Kristyn	#####	2070 Tonopas Ct. #103	Loveland	CO	80538	970-215-2743 cell	
8263 Pintaric	Mike	2/3/1980	5551 Cornerstone Dr, F31	Ft Collins	CO	80528	290-8882	
6114 Pitts	Shawn	#####	2533 Terry Lake Rd	Fort Collins	CO	80524	970-290-9774	
5316 Portalatin	Trish	#####	1251 Carlene Drive	Loveland	CO	80537	667-4362	970-210-5134
3679 Quere	Paul	#####	6809 Kona Court	Ft Collins	CO	80528	290-9533	
22958 Richards	Clint	#####	940 Kimvark Street, Unit C	Longmont	CO	80501	970-640-2705	
4288 Richie	Wendy	#####	4108 Trailview Lane	Ft Collins	CO	80526	377-9962	

2202 Robinson	Jami	6/8/1964	833 Crooked Creek Way	Ft Collins	CO	80525	495-1757	690-1809 cell
588 Rogers	Marylou	#####	1816 Dove Creek Circle	Loveland	CO	80538	663-6145	
1624 Rojas-Rymes	Ana	#####	1339 Audubon Place	Loveland	CO	80538	663-7177	
7261 Rys	Regina	#####	1301 Tarryton Drive	Fort Collins	CO	80525	690-3902	
6819 Sanchez	James	#####	1665 Oxford Drive	Loveland	CO	80537	612-0855	
885 Schneider	Doug	#####	1858 Trumpeter Swan Drive	Loveland	CO	80537	613-8244	
8636 Schwieterman	Matt	#####	216 N. Sheridan Avenue	Loveland	CO	80537	970-443-0471	
585 Scott	Mary	#####	120 East 23rd Street	Loveland	CO	80538	667-0181	310-9887
23499 Shaver	Deanna	7-Dec	16637 Dyer Way	Broomfield	CO	80023	303-942-1812	
2131 Snyder	Esther	8/8/1954	1050 Princewood	Loveland	CO	80538	663-6169	
7123 Starkson	Carrie		246 Tartan Drive	Johnstown	CO	80534	587-0882	
2883 Stroud	Patti	#####	PO Box 896	Wellington	CO	80549	970-690-5704	
2482 Sylva	Courtney		6457 Wild Plum Drive	Loveland	CO	80537	669-8614	581-8452 cell
653 Tanner	Roberta	#####	12761 Woodland Drive	Longmont	CO	80504	303-776-8132	
412 Theisen	Toni	2/6/1951	1190 Niagara Drive #17	Ft Collins	CO	80525	412-0256	
6789 Thomas	Karen	#####	2529 Empire Avenue	Loveland	CO	80538	663-1571	
23653 Thompson	Paula		2408 SW 10th Street #D	Loveland	CO	80537		
2908 Thompson	Wendy	#####	4068 North Sheridan Ave	Loveland	CO	80538	203-9791	215-9733
4979 Todd	Stevie	#####	2204 Derby Hill	Loveland	CO	80537	669-2909	
5641 Tom	Mary Jani	#####	375 East 10th Street	Loveland	CO	80537	970-461-1243	
5591 Torres	Colleen	1/5/1976	2546 Mehaffey Drive	Loveland	CO	80538	593-3028	
8639 Vogel	Aaron	3/8/1979	720 East Baseline Rd.	Lafayette	CO	80026	609-458-1724	
4850 Walker	Bill	6/3/1956						custodian
4135 Walker	Jill	#####	3361 Honholz Drive	Loveland	CO	80538	613-1843	
4835 Warembourg	Ken	#####	221 W 57th St, Lot # B100	Loveland,	CO	80538	669-2215	566-4155 cell
1604 Weitzel	Niki	3/9/1959	PO Box 1383	Berthoud	CO	80513	970-532-4538	970-581-9708
22941 Welsh	Lindsey	#####	2752 Iowa Drive, #103	Ft Collins	CO	80525	720-261-3144	
2108 Wenger	Sandy	#####	3086 Kiowa Drive	Loveland	CO	80538	667-6060	
Whitney	Kelly	6/6/2010	1132 East 4th Street	Loveland	CO	80537	970-635-0134	
8330 Wilhite	Misty					80537		
1353 Wooster	Diane	#####	19301 Weld County Rd 52	LaSalle	CO	80645	518-3801	
4919 Young	Beth	#####	103 Jessen Drive	Loveland	CO	80537	663-0913	
23661 Yambor	Jenna							

LHS CRISIS PLAN PREPARE / RESPOND / RECOVER

OUR MISSION: To PREPARE our staff and students to RESPOND and RECOVER from a critical incident.

Crisis Team scope of responsibilities:

1. Current school contact information / cell and home phones
2. Set up command posts 1 and 2 (alternate)
3. Test systems: Intercom / bell / alarms
4. Equip all admin. with megaphones and other crisis gear
5. Weather radio operational
6. Copy of bldg floor plans filed with police and accessible in bldg
7. Designate and train a crisis team
8. Make certain the use of all forms: Threat Assessment; Suicide Risk Assessment; Behavior Plans; Sexual Offender Safety Form
9. Train staff – First Aid / CPR and AED

10. Determine interior "safe zones" for safe assembly – weather related
11. Determine exterior "safe zones" for evacuation locations – on and off campus
12. Determine appropriate reunification procedures and protocol
13. Design appropriate communication procedures and protocol
14. Design appropriate evacuation procedures / protocol
15. Design appropriate lock-down (interior and exterior threat) procedure / protocol
16. Design appropriate fire procedures and protocol
17. Design appropriate "shelter in place" procedures and protocol
18. Design appropriate hazard chemical spill procedures / protocol
19. Train staff – distribute response instructions
20. Inform students
21. Inform parents
22. Practice drills: Fire, Lock-down, Tornado, Evacuation
23. Determine drill schedule
24. Determine and plan district and other agency resources and assets (IGAA)
25. Designate the following positions:

- a. IC
- b. IC alternate
- c. Facilities mgr. alternate
- d. Facilities mgr. alternate
- e. Crisis Team Leader
- f. Crisis Team Leader alternate
- g. Medical Coordinator
- h. Medical Coordinator alternate
- i. Student Reunion Coordinator
- j. Student Reunion Coordinator alternate
- k. Logistics Team Leader
- l. Logistics Team Leader Alternate
- m. Mental Health Coordinator